**Backing Up Data**

All students are provided with storage space on the District servers and with Google Docs.  Work should be completed locally on the laptop computer and backed up on a regular basis when accessing the network. This should be done during regular school hours. It is the student’s responsibility to regularly back-up critical files. The District assumes no responsibility for lost work due to computer issues such as a hard drive crash.  Remember to back-up critical work frequently! Students may also use personal back-up devices such as thumb drives or external hard drives. Remember: You are responsible for your own data back-up!

**Video Podcasts and Documentation** for backing up data to District servers.